

Off-Hour Site Access

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Security Administration / Site Access Manager

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Introduction

- DOE O 473.3 establishes requirements for the management and operation of PF and the Physical Security of property under the cognizance of DOE
- Access control at Argonne is accomplished by the use of a variety of physical security systems and the Protective Force
- The Protective Force plays a key role in controlling access to the Laboratory



Access Media

- Badges

There are several badges that are issued to DOE and Laboratory employees, contractors/temporary employees, facility users as well as foreign nationals (FN).

- Badges contain the individuals photograph, first name, middle initial, last name, issuing authority, mailing address if the badge is lost and the badge number
- Badges issued to foreign national will designate country of citizenship with an expiration date to coincide with 593

- Gate Passes

Contain date of expiration, last name, first and middle initial, issuing authority and citizenship.

- Gate Passes valid

- 6:30am-7:00pm, Monday- Friday
- Unless designated with an (N) for off-hours (N allows 24 hrs. access to Argonne)
- Acceptable photo ID (drivers license, state ID, passport, school ID)

If issued to an employee, the gate pass will contain individuals photograph and is valid during the off-hours.



Employee passes are valid as long as the expiration date is not expired. Foreign National (FN) gate passes have a red strip on bottom.

Access Media

- Temporary Badges
 - Multi-color background, the Argonne logo is located on left side, with an expiration date/red or white stripe. The photo is located on the right side, with the individuals name under the photo.



U.S. Citizen – Temporary Badge



Foreign National – Temporary Badge



U.S. Citizen - User Badge

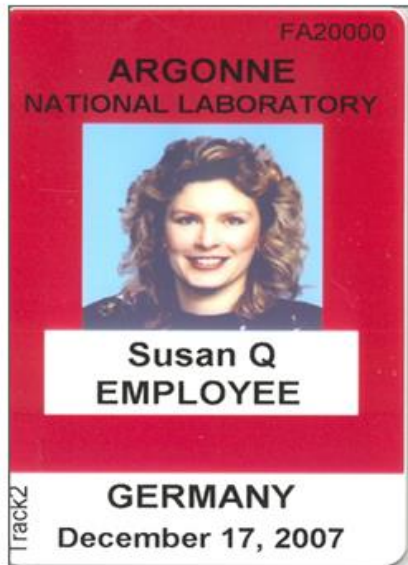


Foreign National - User Badge

The white strip with date signifies that the individual is a U.S. citizen. The red strip signifies Foreign National.

Access Media

- Argonne National Laboratory Employee Badges – Site Specific
 - Foreign National - Red and White, Name, Country of Citizenship and expiration date
 - U.S. Citizen – White with Brown, Name and Laboratory name



Access Media

- Department of Energy Badges

HSPD-12 Badge

White with the DOE symbol, United States Government heading above photo which is located to the left side of the badge. Expiration date, affiliation and agency/dept. located on the right side, and site location and clearance level (if applicable) located on the lower bottom right. Along with one (1) gold square in the middle lower bottom of the badge.

Grey Department of Energy Badge

White with Grey and the U. S. Department of Energy heading with issuing authority. Photo is located within the grey with individual name under and Laboratory name at bottom.

HSPD-12 Foreign National have a blue strip and must have a valid 593 Form found in the FAVOR system.



HSPD-12 Badge (Department of Energy)

DOE logo
also on badge



DOE Grey Badge

Access Media

- Gate Passes
 - Limited Hours (6:30am-7:00pm, Monday- Friday)
 - Unless designated off-hours with an “N” or employee photo
 - Must present photo ID with gate pass to obtain access, unless employee photo is displayed



U.S. Citizen Gate pass with no picture but with and “N” authorizes visitor access to the Lab 24 hours and must not have an expired date.

Visitor Arrives - Off-Hours

- Steps to take
 - Obtain visitors name
 - Request a picture ID (driver's license, state ID, passport, school ID)
 - Check for a preprinted gate pass
- If pass located
 - U.S. Citizen - Issue
 - Foreign National - scan documents requested in FAVOR and issue
- If pass not located
 - Verify visitors first and last name (ensure that first name or last name is not reversed)
 - Search Gatepass System
 - If visitor is in Gatepass and regardless of Status “Requested, Needs Approval, Issued, Printed”, contact host and if approved issue a 1 day pass for U.S. citizen (FN must have an approved 593)



Visitor Arrives - Off-Hours

- If pass not requested in Gatepass system
 - Gather visitor information
 - Name, purpose of visit and host
 - Verify host contact information through the Gatepass system
 - If visitor is a U.S. Citizen
 - Contact host and if visitor is approved for access, issue a one day pass

GATE PASS

Pass No. 20961
Void After: _____

Name _____
Representing _____
Citizenship _____

Authorizing Signature: S.M. Rada

Visitor Signature _____
Date Entered _____ SYS No. _____ Pass No. 20961

Name Last _____ First _____ M _____
Affiliation _____
Citizenship _____ 593 ☐ yes ☐ no
Birth Date _____ Birth Place _____ Country _____
Host _____
Building _____ Division _____ Ext. _____ Pass Time _____
Dates of Visit: Beginning Date _____ Ending Date _____ Arrival Time _____ (2400 Hrs.)

- If visitor is a Foreign National
 - Follow the “Foreign National Off-Hours Arrival Procedures”

Access issues must be resolved within 15 minutes or elevated to Protection Programs & Systems (PPS) management

Access Denial

- Host denies access
- Foreign National does not have an approved 593
- Pass not requested in Gatepass System and host can not be contacted
- Two Argonne Security Managers must deny access
 - Terry Bohle
 - Kim Mandekich
 - Dave Metta
 - Sylvia Rada
- Access denial will follow with a report to Argonne PPS management




Gatepass System

Inside Argonne

Gatepass

Привіт, Sylvia M. Rada



Pass Requests

View Passes

Stop Order List

Reporting

Administration

You can:

[See my recent passes](#)

Search for a pass

[See the active passes](#)

[See the visitors due to arrive](#)

See pass #

Search for a Pass

First Name:

Last Name:

Representing:

Group/Event Name:

Other Details

Requestor:

Starts on:

Host:

Division:

Pass Status:

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	Name	Representing	Date	Host	Status
1.	Hu, JiangFeng	Data Storage Institute	01/14/2013 - 01/18/2013	Carlson, Linda (XSD)	Printed
2.	Huang, Jiangfeng	Honeywell Integrated Technology	09/27/2010 - 09/30/2010	Strasser, Susan (XSD)	Printed
3.	Hu, Jia	Self	06/12/2004 - 06/17/2004	Reynolds, Carol (DEP)	Issued
4.	Hu, Jian	Self	11/12/2012 - 11/12/2012	Conzelmann, Guenter (DIS)	Cancelled
5.	Hu, Jian	Self	11/11/2012 - 11/12/2012	Conzelmann, Guenter (DIS)	Printed
6.	Hu, Jian	Self	11/12/2010 - 11/12/2010	Knott, Beverly (XSD)	Issued
7.	Hu, Jianhang	Kunming University of Science and Technology	04/04/2005 - 04/04/2005	Choi, Stephen (ES)	Issued
8.	HU, Jianwei	University of Illinois Urbana	07/20/2004 - 07/22/2004	Graziano, Diane (DIS)	Issued
9.	Hu, Jianzhi	Pacific Northwest National Laboratory (PNNL)	11/17/2010 - 11/20/2010	Amine, Khalil (CSE)	Printed
10.	Hu, Jieguang	Self	05/14/2008 - 05/14/2008	Ge, Yiyi (PSC)	Issued
11.	Hu, Jieguang	Self	05/05/2008 - 05/05/2008	Ge, Yiyi (PSC)	Issued
12.	Hu, Jieguang	Self	11/26/2008 - 11/26/2008	Ge, Yiyi (PSC)	Issued
13.	Hu, Jieguang	Self	08/10/2005 - 08/10/2005	Ge, Yiyi (PSC)	Issued
14.	Hu, Jieguang	Self	07/29/2005 - 07/29/2005	Ge, Yiyi (PSC)	Issued
15.	Hu, Jieguang	Self	07/28/2005 - 07/28/2005	Ge, Yiyi (PSC)	Issued
16.	Hu, Jieguang	Self	07/06/2005 - 07/06/2005	Ge, Yiyi (PSC)	Issued
17.	Hu, Jieguang	Self	08/07/2009 - 08/07/2009	Ge, Yiyi (PSC)	Issued
18.	Hu, Jih-Peng	Brookhaven National Laboratory	09/17/2006 - 09/19/2006	Vacca, John (ESQ)	Issued
19.	Hu, Jin	Self	03/23/2006 - 03/23/2006	Gordon, India (CLS)	Issued
20.	Hu, Jin	Tulane University	06/12/2010 - 06/19/2010	Myron, Harold (DEP)	Printed

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Search the Gatepass System for pass request. Click on View Passes tab. Enter visitors name in the Search for a Pass field and click Search. With mouse point to correct visitor name (1) to retrieve information. NEXT SLIDE

Gatepass System

The screenshot displays the Gatepass System web interface. The browser address bar shows the URL: <https://apps.anl.gov/gatepass/general/passDetail?passId=625115>. The page title is "Inside Argonne | Gatepass". The user is logged in as "Привіт, Sandra L. Kramer". The page has a navigation bar with links: "Pass Requests", "View Passes", "Stop Order List", "Reporting", and "Administration".

The main content area displays the details of a pass request for "Hu, JiangFeng". The information is organized into several sections:

- Personal Information:**
 - Name: Hu, JiangFeng
 - Representing: Data Storage Institute
 - Citizenship: Singapore
 - Address: (blank)
 - Phone: (blank)
 - Email: HU_Jiang_Feng@dsi.a-star.edu.sg
- Status and Actions:**
 - Status: Approved
 - Approved Date: 01/14/2013, 03:32 PM
 - Actions: Edit Pass, Cancel Pass, Print Pass
- Visit Details:**
 - Start Date: 01/14/2013
 - End Date: 01/18/2013
 - Arrival Time: 05:00 PM
 - Visiting: Carlson, Linda J. (XSD) x2-5089
 - Host Home Phone: 630 960-3790
 - Favor Host: Heald, Steve M. (XSD)
 - Favor Request: [137060-0](#)
 - Building: 401
- Group/Event Information:**
 - Group/Event Name: (blank)
 - Visitor: Sun ChengJun
 - Special Instructions: (blank)
- Notes:**

In all cases, hosts are responsible for ensuring that [site access requirements](#) are met and for the actions of their visitor.
- Yes/No Questions:**

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person need access during the evening hours of 7pm - 7am or on the weekends?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be in a radiation controlled area?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be on-site for more than 40 hours this year?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be on-site as a contractor?
- History:**

Modified on 01/14/2013, 03:32 PM, by Carlson, Linda J. (XSD). [View pass history](#)
Requested on 01/14/2013, 03:09 PM, by Widuch, Karin M. (XSD), x2-1783.

The footer contains links: "U.S. Department of Energy | Office of Science | UChicago Argonne LLC", "Inside Argonne | Privacy & Security Notice | Contact Us". The system clock shows 3:33 PM on 1/14/2013.

Verify with visitor, company Representing, Citizenship, Start & End Dates and who they are visiting. You also want to look over the Yes/No Questions to verify that he/she is being authorized for off-hours. If this is marked No evening hours, contact host for off-hour approval. If host approves off-hours, issue one day pass or until the next business day that the Argonne Information Center (AIC) will be open. Since visitor is a FN on this slide, you must click on Favor Request # to view FAVOR record. NEXT SLIDE

Favor: Visitor Detail

* * No status documents available for visitor. * *

Security Plan Site Access: Visitor/assignee will be staying on site at the Argonne Guest House and will have access to both the work area and to the common areas of the site.

First Name: JiangFeng	Middle Initial: nmi	Last Name: Hu	Received Date: 01/14/2013
ANL Request #: 137060-0	ANL Visitor #: 104995	FACTS Request #: VAN2013101022	FACTS Visitor #: 302022
Desired Start Date: 01/14/2013	Desired End Date: 01/18/2013	Status: Approved	Approval Date: 01/14/2013
Birth Date: 01/26/1975	Actual Start Date:	Indicies Check Completed Date:	Indicies Check Expiration Date:
Citizenship Country: SN Singapore	Dual Citizenship:	Birth Country: CH China (Sens)	
(LPR) Legal Permanent Resident: No	LPR Number:	LPR Expiration Date:	
Passport Number: E3301292D	Country of Issue: SN Singapore	Expiration Date: 12/06/2017	
Visa Number: VWB	Type of Visa:	Expiration Date:	
Alternate Type of Credentials:	Institution/Employer:	Expiration Date:	
Associated Number:	Computer Access Type: On Site	Networks: ANL Intranet, Divisional Intranet	
Computer Access?: Yes	Host Name: Heald, Steve M.	Division: PSC	Currently on a visit/request?: No
Administrative Contact: Fisher, Sharon L.	Host Phone: work: (630) 252-9795 home: (630) 512-0989 cell: (630) 456-1742	Contact Phone: 2-7858	
Is this visit/assignment for employment?: No		This request is for: Visit	
Employer/Institution: Data Storage Institute DSI Building, 5 Engineering Drive 1 Singapore n/a 65-68741203 SN			
Remarks: Routed 1/14/2013 R.S. Beamline contact: Chengjun Sun **Intermittent visit - Do not issue long term badge**		Comments: AIC/ProForce: Request and copy passport, visa and I-94**	
Family Member(s):			
Name/	City of Birth/	Country of Birth/	
Date of Birth	Relationship	Citizenship	
This visit IS sensitive and requires a security plan for the following reasons:			
Security Plan Site Access: Visitor/assignee will be staying on site at the Argonne Guest House and will have access to both the work area and to the common areas of the site.			

If pass requested is within Desired Start & End Date, view Comments field, scan/copy requested documents and issue pass. If pass requested not within the FAVOR record dates, follow the FV&A "Foreign National Off-Hours Arrival Procedures".

Gatepass System

The screenshot displays the 'Gatepass' system interface within the 'Inside Argonne' portal. The top navigation bar includes 'Pass Requests', 'View Passes', 'Stop Order List', 'Reporting', and 'Administration'. The user is logged in as 'Sylvia M. Rada'. The main content area shows a user profile for Sandra A. Guendling, a Security Specialist Sr. with badge number 50485. A search window is open, titled 'Search for ANL People. (Use * for wildcard searches)'. It contains fields for 'Last Name' (guendling), 'First Name', 'Badge', and 'Division'. A 'Search' button is present. The search results list two entries: 'Guendling, Cynthia (NWM)' and 'Guendling, Sandra A. (FMS)', with the latter highlighted. The window has 'OK' and 'Cancel' buttons at the bottom.

Inside Argonne | Gatepass

Hello, Sylvia M. Rada

Argonne NATIONAL LABORATORY

Pass Requests | View Passes | Stop Order List | Reporting | Administration

Full Name: Guendling, Sandra A.
Title: Security Specialist Sr
Badge No: 50485
Work Phone: 2-4888
Home Phone: 815 482-0954
Cell Phone: 815 482-0954
Building: 302 Room: 236
Email address: sguendling@anl.gov
Division: FMS
Cost Center: 151
ALD: Chief Operations Officer (OPS)
Site: AE
Status: Active
Position Type: 01
HR Person ID: 0000203736

Supervisor: Rada, Sylvia M.
Supervisor Badge No: 52263
Supervisor Phone: 2-5734
[More...](#)

Search for ANL People. (Use * for wildcard searches).

Last Name: guendling First Name:
Badge: Division:

Search results:

- Guendling, Cynthia (NWM)
- Guendling, Sandra A. (FMS)

OK Cancel

To find off-hour contact information for a host if no gate pass was requested: click on Administration tab, then click on View ANL Person which will bring you to this page. If you know the badge #, enter it in the “Badge No:” box and hit the Enter key. If badge # is unknown, click on magnifying glass and enter employees name in the designated fields, hit search and highlight the employee you are looking for and hit OK.

Gatepass System

File Edit View Favorites Tools Help

Suggested Sites Free Hotmail Web Slice Gallery

Inside Argonne Gatepass

Halo, Sylvia M. Rada

Argonne NATIONAL LABORATORY

Pass Requests View Passes Stop Order List Reporting Administration

STOP SIGN The recorded citizenship code is INDIA and there are no FAVOR records.
Please obtain verbal approval from Sylvia Rada before approving this pass.

Name: Kora, Guruprasad	Address:	Status: Cancelled
Representing: OAK RIDGE NATIONAL LABORATORY	Phone:	02/13/2013, 12:49 PM
Citizenship: India	Email: koragur@itl.edu	Actions: Edit Pass

Start Date: 02/14/2013	Special Instructions:
End Date: 02/15/2013	
Arrival Time: 08:00 AM	
Visiting: Brettin, Thomas S. (CLS) x2-3101	In all cases, hosts are responsible for ensuring that site access requirements are met and for the actions of their visitor.
Host Cell Phone: 865 603-7760	
Building: 240	

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person need access during the evening hours of 7pm - 7am or on the weekends?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be in a radiation controlled area?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be on-site for more than 40 hours this year?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will this person be on-site as a contractor?

Modified on 02/13/2013, 12:49 PM, by Stanton, Rosemary (FMS). [View pass history](#)
Requested on 02/13/2013, 12:46 PM, by Stanton, Rosemary (FMS), x2-1142.

Just an example of a gate pass request with FAVOR record not being approved or having no record. (STOP SIGN on top left).